

Physical borrowing

Custodia Registry · C04

Your task and authority

Berland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Borrower can show the physical handoff and return chain without claiming an unreceived file was shelved.

Request the file

Bertrand Hope

- Submit a physical request with reason for the assigned record.

What to check

Identify the record and state the business reason for borrowing it. Physical-request authority is separate from a digital grant. Read the saved request before arranging collection.

Approval and readiness

Bertrand Hope

- Track approval and readiness before visiting the Registry.

What to check

Wait for the appropriate approval and ready state. A submitted request does not prove the file is available at the desk. Confirm the collection arrangement with the Registry through the approved channel.

Confirm actual pickup

Bertrand Hope

- Confirm pickup only after receiving the matching file.

What to check

Compare the physical label with the record you requested. Confirm pickup only after the matching file is in your hands. A notification alone does not establish physical possession.

Due date and return

Berland Hope

- Review due date and any recall; initiate return when handing the file back.

What to check

Monitor the due date and any recall. Initiate return when handing the file back through the agreed process. The request to return and the Registry's receipt are separate events.

Verify receipt

Bertrand Hope

- Confirm Registry receipt and final status rather than assuming Initiate return means reshelfed.

What to check

Locate the receipt and resulting custody state. Registry staff still need to confirm the final storage location. Do not report a file as reshelfed merely because you clicked the return action.

Exceptions and recovery

Bertland Hope

- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

Do not confirm physical possession from a notification alone. A pending return requires Registry receipt and location confirmation.

Guided practice

Berland Hope

- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Use a fictional file to explain request, readiness, pickup and return. Identify the evidence still missing immediately after a borrower initiates return.

- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The learner ties every handoff to the correct file. Initiated return is followed by Registry receipt and final location confirmation; it is not treated as completed shelving.